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3 April 1953

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MEMORANDUM FOR

SUBJECT : Report of Message Center Operations
1 - 31 March 1953

1. Cables Processed:

a. Tab A provides a breakdown of cables processed during March 1953. The total volume was 20% over the month of February. The overall trend in cable traffic is upward.

b. Cables selected, briefed, and distributed to the Director totaled 641. This represents slightly less than 3% of the total volume but represents a 40% increase over the number distributed to the Director last month. Stalin's death, the situation in Teheran, the defection of the MIG-15 pilot, the situation in Guatemala and the overall increase in traffic volume contributed to the increased number.

2. Personnel:

a. During the month of March we gained six new people which brought our strength to . We lost two trained people by transfer offset by two of our girls returning from six months maternity leave.

b. Further personnel losses are expected during the next few months. These losses as well as those occurring in the past represent transfers of people who for several months had been attempting to get into work other than Message Center. Their reasons for the most part were to get into jobs more of the operational type in which their specialized educations could be put to what they believed to be a better use. Included in the contemplated losses is whom you may recall, was in charge of the Processing Branch at the time I joined the

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Agency. He has been filling a grade 11 or grade 12 position for approximately 12 months and was promoted to a grade 9 last April. He hopes to get into a type of work more to his liking, such as reports writing, and at the same time secure a promotion. While he is interested in a promotion, his primary reason for transferring is to get into a different field of endeavor. I regret losing him, but I believe that the Agency will benefit in the long run by utilizing to an even greater extent his capabilities and experience.

c. At the present time 50% of our total staff is comprised of people who have joined the office within the last six months. As you might judge, this represents a very major problem with respect to training. We have a good on-the-job training program in operation now and are very pleased at the progress being made by these new people.

d. Morale is good and is higher among the new personnel than among the older staff. I attribute this to the fact that our new people have come to us in relatively lower grades seeking an opportunity for advancement in a new field. Working nights, Saturdays and Holidays has not yet assumed the degree of undesirability with them as it has with the older staff who have been working such shifts for the past several years.

e. We have experienced some difficulty in effecting promotions to the senior positions. I have prepared a separate paper on this situation which is being forwarded to you today. In this connection General Cabell in his recent visit was very impressed with the responsibility placed on the CSDO's and inquired as to their grades. I informed him that the positions were set up as GS-12s and that I was trying to get the men promoted to fill those vacancies. I only mention this because I believe General Cabell would be concerned if he were aware that the men actually carrying this responsibility are GS-9s.

3. General:

a. Attached as Tab B is a copy of a memorandum dated 13 March 1953 to DD/P covering steps to be taken to improve the appearance and legibility of Outgoing cables.

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b. Among other means used to reduce processing time and to improve the efficiency of our overall operation, we are now using the teletype tape to reproduce a ditto master on the weekly 3,000 word [] Situation Report. This eliminates approximately three hours of typing and proofreading time. The action recipient, DDI, has concurred in the acceptability of the format.

c. Our courier staff is complete and we have officially assumed scheduled deliveries of cables to I, J, K, L, and Admin Buildings.

d. Where our own Message Center couriers are used, we have, with I & S concurrences, discontinued the use of the receipting system for cables other than Top Secret and Sensitive. This has resulted in a material saving in man hours and reduced the processing time on all cables handled.

e. A complete revised edition of the Cable Distribution Guide was distributed to DD/P and to your Office. Pertinent portions of the guide were furnished to the Offices and Staffs concerned. In this connection, I have never received a coordinated and agreed upon set of requirements for DDA.

f. Your visit as well as those of [] and General Cabell were much appreciated by the entire Office and I am certain it has done much to inculcate in the minds of our people, especially the newer ones, the proper position of the Office in the Agency and has impressed upon them the importance of the job we are doing.

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/ Cable Secretary

GWB:tac

Attachments: Tab A
Tab B

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Monthly Traffic Figures

March 1953

<u>TYPE</u>	<u>TOTAL CABLES</u>	<u>TOTAL COPIES ISSUED</u>	<u>AVERAGE NO. OF COPIES ISSUED</u>
Non-CIA Cables	8,968	14,969	14.0
CIA "IN" Cables	8,807	123,298	14.0
CIA "IN" Sensitive and Top Secret Cables	1,240	9,424	7.6
CIA "OUT" Cables	4,298	56,733	13.2
CIA "OUT" Sensitive and Top Secret Cables	<u>559</u>	<u>3,801</u>	6.8
TOTALS	23,872	208,225	
PREVIOUS MONTH	20,313	156,309	
INCREASE	3,559	51,916	

Cables selected and routed to the Director:

January: 431

February: 455

March: 641

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14800

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